

# Southland Regional Heritage Joint Committee

## Agenda

**Date:** Friday, 9 May 2025  
**Time:** 9am  
**Meeting room:** Southland District Council, Council Chamber,  
**Venue:** Level 2, 20 Don Street, Invercargill

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### MEMBERSHIP

Chair	Councillor Paul Duffy	Southland District Council
	Councillor Christine Menzies	Southland District Council
	Councillor Neville Phillips	Gore District Council
	Councillor Browyn Reid	Gore District Council
	Reverend Evelyn Cook	

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**Note:** The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

## Health and safety

**Toilets** – The location of the toilets will be advised at the meeting.

**Earthquake** – Drop, cover and hold applies in this situation and, if necessary, once the shaking has stopped we will evacuate the building to a safe location.

**Evacuation** – Should there be an evacuation for any reason please exit via the exits indicated at the venue.

**Phones** – Please turn your mobile devices to silent mode.

**Recording** - These proceedings may be recorded for the purpose of live video, both live streaming and downloading. By remaining in this meeting, you are consenting to being filmed for viewing by the public.

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Verbal report from the Chair to pass on the concluding comments from Invercargill City Council to thank the Committee for their work and commitment to regional heritage projects in Southland.

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### C8.1 Roving Museum Officer

Jo Massey, Roving Museum Officer, will provide a presentation to the Southland Regional Heritage Committee on the role of the roving museum officer.

Jim Geddes will provide a verbal update on the funding accountability report for Community Trust South in relation to the funding for the roving museum officer role.

### C8.2 Project Ark - Ongoing Information Services operational support



**1 Apologies**

At the close of the agenda no apologies had been received.

**2 Leave of absence**

At the close of the agenda no requests for leave of absence had been received.

**3 Conflict of Interest**

Joint Committee members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

**4 Extraordinary/Urgent Items**

To consider, and if thought fit, to pass a resolution to permit the Joint Committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
  - (i) that item is a minor matter relating to the general business of the local authority; and
  - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

**5 Confirmation of Council Minutes**

Minutes of the meeting held on 20 March 2025 are for confirmation.

**6 Public Participation**

Notification to speak is required by 12noon at least one clear day before the meeting. Further information is available on [www.southlanddc.govt.nz](http://www.southlanddc.govt.nz) or phoning 0800 732 732

MINUTES OF THE SOUTHLAND REGIONAL HERITAGE COMMITTEE, HELD IN THE COUNCIL CHAMBER, SOUTHLAND DISTRICT COUNCIL, LEVEL 2, 20 DON STREET, INVERCARGILL ON THURSDAY 20 MARCH 2025 AT 10.00 AM

**Present:** Cr P Duffy (Chair)  
Cr C Menzies  
Cr N Phillips  
Cr B Reid  
Rev E Cook

**In Attendance:** Ms D Lascelles – Chief Executive (GDC)  
Ms V Chopra – Group Manager Strategy and Engagement (SDC)  
Mr R Capil – Group Manager – Community Spaces and Places (ICC)  
Mr J Geddes – SRHC Advisor (GDC)  
Ms J Massey - Roving Museum Officer (SDC)  
Mr M Morris - Manager - Governance and Legal (ICC)  
Ms L Smith – Finance Officer (SDC)  
Ms E Wallace - SRHC ICC Advisor  
Ms B Affleck - Fund Administration Officer (Great South)  
Mrs K Simmonds - Accounting Technician (ICC)  
Mrs L Williams - Team Leader – Governance and Executive Support (ICC)

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**1. Apologies**

Ms D Lascelles (GDC) for lateness.

Moved Cr Menzies, seconded Cr Reid and **RESOLVED** that the apology for lateness be accepted.

**2. Declaration of Interest**

Nil.

**3. Acceptance of Late Items**

**3.1 Acceptance of the Major Late Item - Appendix 3 - 2025 03 14 - Southland Regional Heritage Committee Annual Report Year Ending 30 June 2024**

Moved Rev Cook, seconded Cr Reid and **RESOLVED** that the 'Major Late Item - Appendix 3 - 2025 03 14 - Southland Regional Heritage Committee Annual Report Year Ending 30 June 2024' be accepted.

**The reason that the item was not in the agenda:** The item was not ready at the time of the publication of the agenda.

**The reason why the discussion of the item could not be delayed:** Matters could be progressed in a timely manner.

**3.2 Acceptance of the Minor Late Item – Correspondence – Project Ark Support for The Museums of Southland Letter of Thanks**

Moved Cr Menzies, seconded Rev Cook and **RESOLVED** that the '*Minor Late Item – Correspondence - Project Ark Support for The Museums of Southland Letter of Thanks*' be accepted.

**The reason that the item was not in the agenda:** The item was not included in the agenda due to an administrative error.

**The reason why the discussion of the item could not be delayed:** Matters could be progressed in a timely manner.

**Reason for public exclusion:**

**Section 7(2)(i)** - Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).

**3.3 Acceptance of the Major Late item - Project Ark/Regional Resources – Digital Asset Management**

Moved Cr Reid, seconded Cr Menzies and **RESOLVED** that the '*Major Late item - Project Ark/Regional Resources – Digital Asset Management*' be accepted.

**The reason that the item was not in the agenda:** The item was not included in the agenda due to an administrative error.

**The reason why the discussion of the item could not be delayed:** Matters could be progressed in a timely manner.

**Reason for public exclusion:**

**Section 7(2)(a)** - To protect the privacy of natural persons, including that of deceased natural persons.

**4. Minutes of the Southland Regional Heritage Committee Meeting Held on 25 October 2024**  
A5598491

Moved Cr Menzies, seconded Cr Reid and **RESOLVED** that the Minutes of the Southland Regional Heritage Committee Meeting held on 25 October 2024 be confirmed.

It was noted that the freezer had been cleared out and was now being used for its correct purpose.

## 5. Future Steps

A5810499

Mr Michael Morris spoke to the report and the Chair tabled a copy of the letter dated 30 October 2024, from the ICC Mayor advising that ICC was withdrawing from SRHC. Mr Morris noted that there was a need for a number of discussions and processes to be worked through to give effect to ICC's decision.

The first question was if the two funding rounds would proceed, noting the second one would be brought forward due to the elections and the Committee may choose to have one larger funding round.

Mr Morris added that he proposed a meeting be scheduled for April to start to look at the steps required to wind down.

The Chair noted the withdrawal of ICC was contrary to the Heads of Agreement.

It was noted that it would be difficult to make decisions on funding rounds given that funding came from the councils and also queried who could apply. Mr Morris noted perhaps a smaller one soon and then one later in the year taking into account the change in circumstance.

It was noted that two applications for funding had been received and that would expect more as traditionally had a number of applications. It was noted that any applicants solely in the city area would have to apply to ICC, it was felt that the Committee would not fund those. It was added that people in the community would not be aware of the change in the Committee structure. It was noted that the application forms were available on the council websites and that could have a publicly notified funding round later and have a smaller one now.

It was noted that could close this round off in April to allow time for people to apply while working through the other arrangements. It was added that people in the community did rely on this funding. It was queried if that would include any applications from the city area, it was noted that would be over to the Committee and did need to do the funding round with transparency, ICC funded through to October.



Mr Morris noted that he would prepare a report around how to handle these applications and that may be better to close in May. It was queried if there was any time sensitivity to the applications that had already been received, it was noted that the expectation might be April/May but could contact the applicants. Mr Morris noted that if there was a sensitivity that could convene an extraordinary meeting to handle those applications.

It was queried if should advertise to get the applications in and once received an options paper could be written to look at the applications and make decisions. It was asked if it would be possible to note that the criteria was changing to deal with any city based applications.

It was felt that perhaps the Committee needed to have a zoom meeting to make decisions.

Moved Rev Cook, seconded Cr Reid and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the report "Future Steps".

Moved Cr Phillips seconded Rev Cook and **RESOLVED** that the Southland Regional Heritage Committee:

2. Confirms Funding Round One.

Moved Cr Duffy, seconded Cr Reid and **RESOLVED** that the Southland Regional Heritage Committee:

3. Confirms the withdrawal of the Invercargill City Council from the Southland Regional Heritage Committee effective from October 2024.

Mr Morris noted that it would not be appropriate for him to do the work around the funding criteria and noted that he would start and handover to Ms Massey, Mr Geddes and Ms Affleck to complete.

**6. Major Late Item - Financial Reports for Southland Regional Heritage Committee A5822208**

Mrs Kathleen Simmonds presented the report and queried what would happen to the leftover funds from the Textile Workshop and if they would go back into the fund. It was noted that there would be another workshop and the funds would be used for that.

It was noted that an amount had been uplifted for Catlins Coast and the residual would not be required. Heritage South would uplift the funding and this was for additional workshops and there had been no request to uplift as yet and would follow that up.

The amount of money left was \$215,000, this was confirmed as being correct, and it was noted that the closing bank balance was \$1.151 million. It was also noted those figures included \$400,000 on term deposit.

It was queried that amount for Catlins Coast was \$5,200 that would be added to the \$215,000.

With respect to Project Ark funding, it was noted that the digitisation amount of \$30,000 had been realised during this period. The current work was being funded from this amount and the costs to date were mainly wages and packing materials.

Note: Ms Lascelles arrived at 10.10 am.

It was noted that up until October there had been no payments made. It was raised that at the time ICC withdrew that Te Kupeka Tiaki Taoka (Te Kupeka) were advised would have \$50,000 available for Trustees payments and was this not the case. Mr Morris advised that ICC had made a grant to Te Kupeka to cover administration costs. It was queried what gave the City the right to stop paying, it was noted that the Regional Heritage fund remained and that an application from Te Kupeka would need to be made to SRHC to receive individual funding.

It was noted that ICC could not stop payments from SRHC to Te Kupeka. It was requested that this be discussed in members only time. It was added that there had been no application from the Trust to the Committee. As this was a transition phase there was a need to understand how things would occur. It was added that there had also been no funding round since ICC's withdrawal.

With respect to the Annual Report, it was noted that there were no amounts shown to SDC. It was noted this was the same report that went to the Committee in September. Ms Simmonds clarified the funding that was listed in the report to each council.

It was queried that there was no asset register attached and that depreciation amounts were noted, Ms Simmonds advised that the amounts were relating to Project Ark and also an environmental monitor held by Ms Massey. It was added that some Project Ark equipment was being held at Te Hikoi and that needed to be returned. The freezer was queried and it was noted that was listed as an ICC asset, it was queried that it was actually from a grant to regional collections and should be part of that, as it was a regional asset. It was

noted that it was a grant from SRHC to ICC to purchase and therefore it was an ICC asset. It was noted that at a SRHC meeting it was agreed that SRHC would buy a freezer. This would be investigated and a list brought back to the Committee to establish a clear line of ownership.

It was noted that the Auditor was awaiting information as to what would happen in the future to enable sign off of the Annual Report. This was queried and it was noted that this was a significant event post the balance date, it was felt this was putting pressure on the Committee to make a decision. It was felt should not concern Audit. It was added that if required time to make decisions that that should be fed back to Audit via the Chair and Ms Simmonds.

Ms Chopra suggested that the Chair speak to the Auditors directly on that matter.

Moved Cr N Phillips, seconded Cr Menzies and **RESOLVED** that the Southland Regional Heritage Committee:

1. Receives the Report "Financial Reports for Southland Regional Heritage Committee".
2. Receives the Report "Southland Regional Heritage Committee Funding Report - 15 November 2024 – 28 February 2025".
3. Receives the Report "Project Ark Actuals as at – 31 December 2024".
4. Approve payment of Project Ark Invoice 2047753 for the amount of \$124,125.25.
5. Receives the Report "Southland Regional Heritage Committee – Annual Report for the Year Ended 30 June 2024".
6. Note the Audit Opinion has not been received at the time of writing due to the ongoing technical review by Audit New Zealand around the disestablishment basis disclosure.
7. Authorises two members of the Committee, being the Chair, Cr P Duffy and Cr B Reid to approve the Annual Report 2023/2024 upon receiving Audit New Zealand's opinion and with no significant changes to the accounts.
8. Authorises the two Committee members, being the Chair, Cr P Duffy and Cr B Reid to approve minor changes to the 2023/2024 Annual Report prior to publication, where necessary.

## 7. Public Excluded Session

Moved Cr Reid, seconded Cr Menzies that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee meeting held on 25 October 2024
- (b) Project Ark/Regional Resources Update Report
- (c) Quote for Digitisation at Te Hikoi and Associated Costs – Heritage Studios
- (d) Invoice from Chair for Discussion and Approval - Heritage Studios Invoice SHRC-0661
- (e) Minor Late Item – Correspondence - Project Ark Support for The Museums of Southland - Letter of Thanks
- (f) Major Late item - Project Ark/Regional Resources – Digital Asset Management
- (g) Committee Members Only Session

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the Public Excluded Session of the Southland Regional Heritage Committee meeting held on 25 October 2024	<p><b>Section 7(2)(a)</b> To Protect the privacy of natural persons, including that of deceased natural persons</p> <p><b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p><b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7</p>

(b) Project Ark/Regional Resources Update Report	<b>Section 7(2)(a)</b> To Protect the privacy of natural persons, including that of deceased natural persons	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(c) Quote for Digitisation at Te Hikoi and Associated Costs – Heritage Studios	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(d) Invoice from Chair for Discussion and Approval - Heritage Studios Invoice SHRC-0661	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(e) Minor Late Item – Correspondence - Project Ark Support for The Museums of Southland - Letter of Thanks	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

(f) Major Late item - Project Ark/Regional Resources – Digital Asset Management	<b>Section 7(2)(a)</b> To Protect the privacy of natural persons, including that of deceased natural persons	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7
(g) Committee Members Only Session	<b>Section 7(2)(i)</b> Enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business the meeting concluded at 12.40 pm.

## Update on administrative support for Southland Regional Heritage Committee

Record no: R/25/5/19908

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☒ Decision

☐ Recommendation

☒ Information

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### Purpose

- 1 The purpose of this report is to provide information for a decision on arrangements for financial administrative support and governance support for the Southland Regional Heritage Committee, for the time remaining until the current Heads of Agreement expires.

### Executive summary

- 2 Invercargill City Council (ICC) have withdrawn from the Southland Regional Heritage Committee. An email provided to the Chair of the Committee in May 2025 stated that ICC's role in support of the Committee has concluded.
- 3 Financial administrative and governance support needs to transfer to a new entity, until the current Heads of Agreement expires at the end of November 2025. Two options have been identified:
  - a) Great South provide both financial administrative support and governance support
  - b) SDC provide both financial administrative support and governance support.
- 4 It is recommended the Southland Regional Heritage Committee decide a preferred approach for financial administrative support and governance support.

## Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled "Update on administrative support for Southland Regional Heritage Committee".
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) consider a preferred option for administrative support for recommendation to Councils

## Background

- 5 Invercargill City Council's role in support of the Committee has now concluded. Financial administrative and governance support needs to transfer to a new entity. The timeframe would be until the current Heads of Agreement expires at the end of November 2025. Two options have been identified:
  - c) Great South provided financial administrative support, and Southland District Council (SDC) provide governance support
  - d) SDC provide both financial administrative support and governance support.
- 6 Great South would continue to provide funding application support regardless of the option taken for financial and governance support.

## Issues

### Great South estimate on cost for services

- 7 Great South have provided an estimate on the cost to provide financial administration support and governance support until November (when HOA comes to an end) and perform the annual audit to 30 June 2025. The estimate provided is \$30,000.
- 8 This assumes the following work will be completed:
  - Transition of accounting work from 1 June 2025
  - Ongoing financial administration until November 2025
  - Preparation of the funding statements for meetings to November 2025 (assume 3 meetings)
  - Completion of the audit to 30 June 2025
  - Attendance at the meetings held to 30 June 2025 (assume 3 meetings)
  - Preparation of the minutes of the meetings to November 2025 (assume 3 meetings).



- 9 This cost does not include the grant funding administration side of the role (related to applications received for grant funding) which is currently completed by Great South as part of business as usual.
- 10 Great South have some time constraints around completing the audit. They would aim to have Committee accounts ready for audit by the end of October/middle of November.
- 11 To be able to complete this work, Great South need the following (assuming the transition is from July 2024):
- An audited trial balance and full set of workpapers verifying the balance sheet as at 30 June 2024
  - Access to the bank accounts from 1 July 2024
  - Access to all accounting records from 1 July 2024
  - An understanding of how the financial process works (authorities, payments, grants, funding)
  - Access to all policies, meeting minutes, and decisions made in the financial year to 30 June 2025
  - Any other information the auditors require to complete the audit (without having knowledge of what the audit entails, this cannot be listed exhaustively).
- 12 The estimate may vary if the Committee does not require the number of meetings or support that Great South have provided their estimate against.

#### **Southland District Council preliminary estimate for services**

- 13 Members of the SDC Finance team have provided a preliminary estimate for financial support to the committee. This is approximately \$14,000. This is based on service to another SDC committee, on a year-long basis, so it may vary. The governance costs have not been estimated.
- 14 SDC are providing governance support for this meeting until a decision is made for governance support to be provided elsewhere.

#### **Factors to consider**

##### **Costs and funding**

- 15 The estimate of costs has been outlined. Funding would come from the Southland Regional Heritage Committee reserve.

#### **Analysis**

##### **Options considered**

- 16 The following options are outlined for the Committee to discuss an approach, for recommendation to Councils for their approval.

## Analysis of Options

### Option 1 – Great South provides financial administration support, and Southland District Council provide governance support

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Great South already provide funding application support, and this would continue as usual</li> <li>Having funding application support and financial support together could improve services to committee</li> <li>SDC are providing governance support.</li> </ul>	<ul style="list-style-type: none"> <li>Costs to Southland Regional Heritage Committee for providing services</li> <li>Time constraints for audit process</li> <li>Administrative support is split across two organisations (governance at SDC, finance at Great South)</li> <li>Option does not consider availability for GDC to provide support</li> <li>Councils may not agree with this approach.</li> </ul>

### Option 2 – Southland District Council provides both financial administration and governance support

<i>Advantages</i>	<i>Disadvantages</i>
<ul style="list-style-type: none"> <li>Administrative support is in one place, reducing duplication or potential loss of information</li> <li>Cost to Committee is lower than cost for Great South services</li> <li>Great South services continue as usual (funding application support)</li> <li>SDC are providing governance support.</li> </ul>	<ul style="list-style-type: none"> <li>Option does not keep funding applications and finance details together when these activities are closely related</li> <li>Option does not consider availability for GDC to provide support</li> <li>Councils may not agree with this approach.</li> </ul>

## Next steps

- 17 The Committee will discuss the options and select a preferred approach to recommend to Councils for their approval.
- 18 The Senior Policy Advisor, Organisation Policy (Southland District Council) will prepare reports based on the outcome of Committee discussions, to progress to Council (if required).

## Attachments

There are no attachments for this report.

## Southland Regional Heritage Fund Criteria

Record no: R/25/5/20297

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

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### Purpose

- 1 The attached report on the Southland Regional Heritage Fund criteria has been prepared by Bronwyn Affleck, Jim Geddes, and Jo Massey.
- 2 This report presents the proposed new criteria to be applied. It is noted that the application forms carried the old criteria, meaning there will need to be a decision on applicants from or projects relating to the Invercargill City district.

### Recommendation

**That the Southland Regional Heritage Joint Committee:**

- a) receives the report titled "Southland Regional Heritage Fund Criteria "
- b) confirms the current Funding Criteria shall remain in place at this time.
- c) notes this will allow applications from residents in the Invercargill City District and for applications for funding that relate to projects focused on the Invercargill City District.

### Attachments

- A 2025 05 09 SRH Fund Criteria amendments

## SOUTHLAND REGIONAL HERITAGE FUND CRITERIA

**To:** Southland Regional Heritage Committee

**Meeting Date:** Friday 9 May 2025

**From:** Jim Geddes, Jo Massey and Bronwyn Affleck

**Open Agenda:** Yes

**Public Excluded Agenda:** No

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### Purpose and Summary

Following the last meeting of the Committee it was agreed that the criteria for applications to the fund will need to be reviewed for this round in light of the decision by Invercargill City Council to withdraw.

This report presents the proposed new criteria to be applied. It is noted that the application forms carried the old criteria, meaning there will need to be a decision on applicants from or projects relating to the Invercargill City district.

### Recommendations

That the Committee:

1. Receives the report "Southland regional Heritage Fund Criteria".
2. Confirms the current Funding Criteria shall remain in place at this time.
3. Notes this will allow applications from residents in the Invercargill City District and for applications for funding that relate to projects focused on the Invercargill City District.

## Background

The Southland Regional Heritage fund (the fund) has been a long standing fund that allows for heritage related projects and research to be funded in the Southland region.

Following the decision of Invercargill City Council to withdraw from the Committee it is timely to refresh the criteria for applications to ensure they fit the current model of the joint Committee.

## The Current Criteria

This is the current criteria:

### **GUIDELINES FOR PREPARING APPLICATIONS**

*The Committee when considering applications will take the following guidelines into account.*

1. *Grants will normally be limited to a maximum of \$10,000 to provide seeding funds for heritage projects of regional significance. Amounts above this limit may be considered for large projects of outstanding merit.*

- *Grants will not be provided for on-going administration or maintenance costs.*
- *Grants will not be made retrospectively.*

*Consideration will be given to:*

- *Projects submitted by museums and organisations with a commitment to heritage.*
- *Projects which involve a unique aspect of Southland's heritage, have regional significance and are identified in The Story of Murihiku/Southland.*
- *Projects are welcome from Individuals or organisations.*
- *Projects that demonstrate local and regional benefit.*
- *Projects that are complementary in nature to other initiatives relating to heritage in communicating the Southland Heritage story to residents and visitors.*

2. *Types of projects suitable for funding consideration.*

- **Events**  
*The Committee may consider extraordinary significant heritage events - particularly one off events.*
- **Regionally Significant Information Capture**  
*This encompasses books and research projects and other information capture systems. The information is to be regionally important and from a reputable source. It does not necessarily include all books.*
- **Planning/Feasibility Studies**  
*Particularly for "Story of Murihiku/Southland" priorities.*
- **Building/Restoration**  
*Normally this would be for professional reports and advice.*
- **Interpretation/Displays**  
*Grants can be made under this category for existing upgrades and new projects of regional significance.*
- **Collection Support**  
*Grants can be made under this category for items or collections of relevance to local and regional heritage requiring cataloguing, preservation, and curation or for the display of items or collections.*

**Discussion**

It is proposed that the current criteria remains valid and relevant for the intentions of the Committee, all applications need to be judged on their merit and the impact they will have for heritage in Southland.

There are many examples of potential applications that might be based in Invercargill but are regional in focus, the Southland Fire Service Museum is a good example, as well as the takiwa of the Rūnaka, which transcend territorial authority boundaries.

It is therefore recommended that the criteria be retained at this time, as the development of heritage, heritage research and heritage projects are greater than an individual council.

**Next Steps**

The criteria can be applied for the upcoming grants round.

It is considered prudent to review the criteria to ensure it remains relevant and meets the objectives of the Committee.

## Resolution ratifying email approval for payment for legal advice

Record no: R/25/5/20313

Author: Ana Bremer, Senior policy analyst

Approved by: Vibhuti Chopra, Group manager strategy and partnerships

☐ Decision

☐ Recommendation

☒ Information

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### Purpose

- 1 The purpose of this report is to ratify the email approval of \$7,000 to Simpson Grierson for their preparation of legal advice in respect of the obligations of the remaining Southland Regional Heritage Committee members under the current Heads of Agreement.

### Executive summary

- 2 The Southland Regional Heritage Committee (the Committee) sought legal advice on the obligations of the remaining members of the Committee under the current Heads of Agreement.
- 3 Simpson Grierson were engaged to provide this advice and provided an initial estimate of costs, with a provision that the initial estimate could increase if further instructions were provided.
- 4 During the process of drafting the legal advice, further questions were provided to Simpson Grierson which increased the cost of the final quote.
- 5 The Chair of the Committee sought approval from current members on the final cost of legal advice via email, and all members responded with approval.
- 6 The Committee will now resolve to ratify email approval to ensure the approval is recorded.

## Recommendation

That the Southland Regional Heritage Joint Committee:

- a) receives the report titled “Resolution ratifying email approval for payment for legal advice”.
- b) determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.
- c) determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.
- d) Resolves to ratify approval of payment of \$7,000 to Simpson Grierson, for their preparation of legal advice in respect of the obligations of the remaining Southland Regional Heritage Committee members under the current Heads of Agreement
- e) Resolves to reimburse Southland District Council for their payment of the invoice from Simpson Grierson, on behalf of the Southland Regional Heritage Committee.

## Background

- 7 Invercargill City Council provided notice of their intent to withdraw from the Committee in October 2024. In February 2025, the Committee sought legal advice on the obligations of the remaining members of the Committee under the current Heads of Agreement.
- 8 Southland District Council staff undertook the procurement process through their own legal panel, and received costs estimates from both Rice Spier and Simpson Grierson. The cost estimates were provided to the Committee Chair, who sought approval from the committee members. Committee members provided email approvals to the Committee Chair on their preference for legal advice preparation.
- 9 Simpson Grierson were the preferred choice and were engaged to provide this advice. Southland District Council acted as the invoicing client for the procurement process, and the Committee would reimburse invoice costs to SDC.
- 10 The initial estimate to provide advice was \$6,000 plus GST. The estimate included a provision that the initial estimate could increase if further instructions were provided.
- 11 During the process of drafting the legal advice, further questions were provided to Simpson Grierson which increased the cost of the final quote. The final quote was \$7000 plus GST.
- 12 The Chair of the Committee sought approval from current members on the final cost of legal advice via email, and all members responded with approval.
- 13 The Committee will now resolve to ratify email approval to ensure the approval is recorded.



**Factors to consider**

**Legal and statutory requirements**

- 14 The Joint committee is a formal joint committee with a formal HOA in place and therefore Committee felt it was important to seek legal advice about the obligations of the remaining members.

**Costs and funding**

- 15 The Committee have received the advice from Simpson Grierson via a procurement process initiated by Southland District Council. Southland District Council are the invoiced client of Simpson Grierson in terms of payment of account.
- 16 The Committee will reimburse Southland District Council for payment of the invoice to Simpson Grierson. The total amount invoiced was \$8,022.98 (inclusive of GST).

**Assessment of significance**

- 17 In accordance with Southland District Council's Significance and Engagement policy, this matter has been assessed as not significant.

**Recommended option**

- 18 The Southland Regional Heritage Committee resolve to ratify the email approval of \$7000 +GST to Simpson Grierson for their preparation of legal advice in respect of the obligations of remaining Committee members under the current Heads of Agreement.

**Attachments**

- A Simpson Grierson invoice 827365 - Legal Advice for Southland Regional Heritage Committee

## INVOICE AND TAXABLE SUPPLY INFORMATION

SIMPS  
GRIERSON

Southland District Council  
PO Box 903  
INVERCARGILL 9840

27 March 2025  
Account Reference **408567-2579140**  
Invoice No. **827365**  
GST Reg No. 048-371-809  
Ref. JUC/CEK

For: Ana Bremer

Southland Regional Heritage Committee advice  
PO 180875

OUR FEE 6,976.50  
(Detail over page)

GST on above 1,046.48

**TOTAL** **\$8,022.98**

This account is now due for payment with all amounts in NZD unless stated otherwise

Time Summary

Author	Rank	Hours	Hourly Rate	Amount
Mike Wakefield	Partner	2.40	585.00	1,404.00
Judith Cheyne	Senior Associate	7.40	495.00	3,663.00
Jack Apperley	Year 1 Solicitor	6.70	285.00	1,909.50
<b>Total</b>		<b>16.50</b>		<b>6,976.50</b>

Account Name: Simpson Grierson

Payments to: 858 03 – 0104, Account no. 0943847 – 00

Please add payee reference: **827365**

Bank Name: Westpac New Zealand Limited, Branch: 79 Queen Street, Auckland, New Zealand

Bank Swift Code: WFPACNZZW (overseas payments only). Email: [accounts.receivable@simpsongrierson.com](mailto:accounts.receivable@simpsongrierson.com)

**We are not able to accept foreign cheques or foreign bank drafts. Foreign payments must be made by wire transfer**

[www.simpsongrierson.com](http://www.simpsongrierson.com)

## Exclusion of the public: Local Government Official Information and Meetings Act 1987

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### Recommendation

That the public be excluded from the following part(s) of the proceedings of this meeting.

#### **C8.1 Roving Museum Officer**

#### **C8.2 Project Ark - Ongoing Information Services operational support**

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
Roving Museum Officer	s7(2)(a) - the withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.
Project Ark - Ongoing Information Services operational support	s7(2)(i) - the withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists.